



MIAMI BEACH

Announcement of an Internship Position

LABOR RELATIONS INTERN

Non Pay Internship

Open: 09/21/2006

Close: Until Filled

NATURE OF WORK

An intern with the Office of Labor Relations will provide administrative and other support functions including typing memos and letters, filing and copying. The intern will have an opportunity to be part of a dynamic and progressive team that works with the City's five unions and associated contracts. The Labor Relations Intern may attend various labor related training sessions and may participate in labor contract negotiations

This is a no-pay internship opportunity. However, academic credit may be pursued by the intern and their College or University.

MINIMUM REQUIREMENTS

All applicants should be enrolled in an accredited College or University and have attended classes within the past year and should be familiar with Microsoft Office programs and the day to day operation of office equipment

TO APPLY

E-Mail two (2) detailed resumes by close date to:

jobs@miamibeachfl.gov

or via mail to:

MIAMI BEACH CITY HALL
Human Resources Department
ATTENTION: LR - INTERN
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: INTERN
UC NO: **LABOR RELATIONS**

EOE/AA/ADA/VET PREF